Assistant Manager for Field Operations - SALARY $22.50 per hour

Recruiting Bulletin No. LCO-2519- AMFO

Duty Station: Chicago Northwest

ISSUE DATE: May 17, 1999

CLOSING DATE: Until sufficient applications are received. Bulletin will be opened for a minimum of 10 working days.

EXCEPTED SERVICE APPOINTMENT: Not-to-exceed 12 months initially, with possibility of extension of appointment.

Duties

Manages staff and resources to carry out field procedures to direct and control all operational functions, resources and personnel; implements a team based environment to lead temporary staff of over 100 employees (most working from home) on accomplishing production goals and quality standards of enumerating all the residences in the LCO district; builds strong local support for the Census by establishing effective relationships with local community based and volunteer organizations and/or governments, and marketing to local media outlets (may include interviewing with these outlets)

Qualification Requirements

1. Experience demonstrating the ability to manage a time critical operation through at least two levels of subordinate management.

2. Experience demonstrating the ability to effectively communicate organizational objectives to groups of people indigenous within the LCO boundaries, such as the local news media, community leaders and organizations, and local government officials.

Each applicant for Census Bureau employment must take a written test to assess managerial skills. Call the following office for testing schedule and additional information:

Chicago West Early Local Census Office: 773-533-0682 or
                                                   Toll free 1-888-325-7733

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